



# CITY OF BOULDER

## EMPLOYEE TRAINING ASSISTANCE

### PILOT BUSINESS INCENTIVE PROGRAM

### ELIGIBILITY REQUIREMENTS AND GUIDELINES

11/1/06

To maximize the positive economic and social impacts of the city of Boulder's pilot business incentive program, certain requirements have been established. All applications must include a detailed written statement which specifically addresses how these requirements are met.

## GENERAL ELIGIBILITY REQUIREMENTS

In order to be eligible for the pilot business incentive program, the company applying must:

- Be a **licensed business entity** operating within the city limits of **Boulder, Colorado**;
- Verify the company's status as a "**primary employer**." (The pilot business incentive ordinance defines a "primary employer" as a business entity which generates **at least 75 percent of revenues from outside of Boulder County**);
- Be **current on all fees and taxes** owed to the city of Boulder; and
- Agree to make its **internal records available** for audit by the city of Boulder to verify compliance with the above requirements.

## EMPLOYEE TRAINING ASSISTANCE PROGRAM

This program provides **up to \$1,000 in matching funds** per primary employer for qualified workforce improvement training. A primary employer may apply for training assistance approval before the training is completed, but city funds will not be distributed until the training is completed and proof of training completion and receipt(s) are provided. As an example, an eligible company that would like to send an employee to a \$500 training course could apply for up to half, or \$250, in matching funds.

**Training assistance is available for employees of a primary employer located in the city of Boulder and must be related to the employee's job, professional development, or the company.** Eligible training expenses are the training courses only. Travel, hotel, and food expenses may not be included in the training assistance request. Training which may be eligible for a rebate includes classes and programs provided by institutions, companies, and organizations such as:

- University of Colorado
- Naropa University
- Small Business Development Center
- Boulder Innovation Center
- Intercambio de Comunidades
- Boulder Public Library



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**Applications for the Employee Assistance Training Program are reviewed each quarter.**

Any application received after the end of a quarterly review period will be held until the next quarter to be reviewed and processed. Quarterly review deadlines for the pilot program are:

- December 15, 2006
- March 30, 2007
- June 29, 2007
- September 28, 2007
- December 14, 2007

Please note that the city's business incentive program is a pilot program, with a maximum \$50,000 2006-2007 budget for employee training assistance. Applications will be considered in the order in which they are received. **Once the \$50,000 in training assistance is dispersed, no additional assistance funds will be available in 2007.**